



COUNTY OF ERIE

CHRISTOPHER L. JACOBS

COUNTY CLERK

July 8, 2013

Honorable Betty Jean Grant
Chair, Erie County Legislature
92 Franklin Street, 4th Floor
Buffalo, New York 14202

RE: 2013 Mid-Year Budget Hearing

Dear Chairwoman Grant:

The Erie County Clerk's Office is pleased to comply with your request to provide the following information to facilitate our 2013 Mid-Year Budget Hearing set for Monday, July 15, 2013.

The first attachment, "Vacancy Savings", provides the requested information relative to questions #1 and 2. The attachment details budgeted positions in the Clerk's Office, number of vacancies and salary savings through pay period 13.

In response to questions 3 and 4 of your request, the other two attachments detail end of period actual to budget comparisons for revenue and expenses for the County Clerk's Office, both Registrar and Auto Bureau. The last column gives a brief explanation for any revenues below 33% and any expenses over 50% as of May 31, 2013.

I look forward to meeting with you on July 15 to answer any questions relative to the attached.

Sincerely,

CHRISTOPHER L. JACOBS
Erie County Clerk

Attachments

ERIE COUNTY HALL • 92 FRANKLIN STREET • BUFFALO, N.Y. • 14202 • PHONE: (716) 858-8865 • FAX: (716) 858-6550

Erie County Clerk's Office
 Mid-Year Budget Hearing – July 15, 2013
 Vacancy Savings

Question 1

Total number of authorized positions for fiscal year 2013:

<u>Registrar</u>		
Full Time	51	
Part Time	12	
		63
 <u>Auto Bureau</u>		
Full Time	66	
Part Time	40	
		<u>106</u>
 <u>TOTAL Budgeted Positions</u>		 <u>169</u>

Vacant positions at 6/30/2013

Registrar	-0-	
Auto Bureau	2 Full Time Motor Vehicle Representatives	
	4 Part Time Jr. Motor Vehicle Cashiers	

Question 2

Vacancy Savings Through PP 13 \$97,379

- Registrar - \$27,106 (\$23,472 Full Time/\$3,634 Part Time)
- Auto Bureau – \$70,273 (\$42,016 Full Time/\$28,257 Part Time)

NOTE: The Clerk's Office has had 8 Retirements filed to date for 2013.

Erie County Clerk - Registrar
Mid Year Budget Hearing - Revenue/Expense through 5/31/13

Commitment Item	2013 Budget	Revenue/Expense To Date	Available Budget	Cons. Bud (%)	Avail. Bud (%)	Explanation if Revenue Less Than 33% Achieved
415100 Real Property Transfer Report	150,000-	-72,621	-77,379	48.41	51.59	
415105 Passport Fees	15,000-	-12,450	-2,550	83.00	17.00	
415110 Court Fees	340,000-	-146,100	-193,900	42.97	57.03	
415120 Small Claims AR Fees	1,000-	-10	-990	1.00	99.00	\$10 Fee collected for filing for appeals to denials of Property Assessment Reviews. Fluctuate based on Claims actually filed. Outside of our control - will miss Budget.
415140 Comm of Educ Fees	110,000-	-54,060	-55,940	49.15	50.85	
415150 Recording Fees	6,200,000-	-3,098,632	-3,101,368	49.98	50.02	
415160 Mortgage Tax	450,000-	-187,500	-262,500	41.67	58.33	
415185 E-Z Pass Tag Sales	10,900-	-6,800	-4,100	62.39	37.61	
421000 Pistol Permits	80,000-	-74,844	-5,156	93.56	6.45	
423000 Refunds PY Expenses		-1,037	1,037			PO's cancelled from prior year.
445030 Int & Earn - Gen Inv	5,000-	-1,862	-3,138	37.23	62.77	
* Revenue	7,361,900-	-3,655,916	-3,705,984	50	50	Explanation if Expense more than 50% Consumed
500000 Full Time - Salaries	2,136,277	884,360	1,251,917	41.40	58.60	
500010 Part Time - Wages	129,660	51,571	78,089	39.77	60.23	
500300 Shift Differential		16	-16			
500360 Other Employee Payments	16,294	13,894	2,400	85.27	14.73	Technical adjustment for Grievance Settlement. Also includes Retirement Payouts - will be over budget due to other impending retirements.
501000 Overtime	15,000	13,457	1,543	89.72	10.28	Will have budget problem - directly related to unfunded mandate - NY Safe Act.
502000 Fringe Benefits	1,423,242	581,350	841,892	40.85	59.15	

Ernie County Clerk - Registrar
Mid Year Budget Hearing - Revenue/Expense through 5/31/13

Commitment Item	2013 Budget	Revenue/Expense To Date	Available Budget	Cons. Bud (%)	Avail. Bud (%)	
505000 Office Supplies	25,000	17,865	7,135	71.46	28.54	Exec Rec was \$6,825 LESS than Requested. Will have budget problem and will need to request increase in appropriations before year-end.
506200 Maintenance & Repair	3,000	1,370	1,630	45.66	54.33	
507000 E-Z Pass Supplies	10,500	2,100	8,400	20.00	80.00	
510100 Out Of Area Travel	750	289	461	38.54	61.46	
510200 Training And Education	1,825	1,497	328	82.03	17.97	Subscriptions, membership dues, Firearms Law Updates. Mainly paid early in year - No Budget Issue.
516020 Pro Ser Cnt And Fees	33,940	5,573	28,367	16.42	83.57	
516030 Maintenance Contracts	63,032	61,322	1,710	97.29	2.71	Includes annual maintenance for New Vision Software paid in first half of year. Not a budget problem.
530000 Other Expenses	10,316	2,769	7,547	26.84	73.16	
561410 Lab & Technical Equipment	17,400	325	17,075	1.87	98.13	
910600 ID Purchasing Services	3,695	1,193	2,502	32.28	67.72	
910700 ID Fleet Services	11,349	3,462	7,887	30.50	69.50	
912215 ID DPW Mail Svcs	35,344	14,375	20,969	40.67	59.33	
912220 ID Build&Grounds Srv	25,000	0	25,000		100.00	B&G to do renovations in Actions and Proceedings.
980000 ID DISS Services	205,737	87,393	118,344	42.48	57.52	
* Expense	4,167,361	1,743,855	2,423,506	41.84	58.15	
** Commitment Item REV+EXP	3,194,539-	-1,912,061	1,282,478	59.85	40.14	

Erie County Clerk - Auto Bureau

Mid Year Budget Hearing - Revenue/Expense through 5/31/13

Commitment Item	2013 Budget	Revenue/Expense To Date	Available Budget	Cons. Bud.(%)	Avail. Bud.(%)	Explanation if Revenue is Less Than 33% Achieved
415130 Auto Fees	3,600,000.00-	1,759,914.22-	1,840,085.78-	48.89	51.11	
415180 Vehicle Use Tax	5,000,000.00-	2,265,723.38-	2,734,276.62-	45.31	54.69	
415190 Enhanced Drivers License Fees	200,000.00-	99,640.00-	100,360.00-	49.82	50.18	
420500 Rent-RI Prop-Concess	1,000.00-	1,238.32-	238.32	123.83	23.83-	
* Revenue	8,801,000.00-	4,126,515.92-	4,674,484.08-	46.89	53.11	Explanation if Expense More Than 50% Consumed
500000 Full Time - Salaries	2,405,431.00	982,949.17	1,422,481.83	40.86	59.14	
500010 Part Time - Wages	503,203.00	186,914.43	316,288.57	37.14	62.86	
500350 Other Employee Payments	96,232.00	90,441.33	5,790.67	93.98	6.02	Budget adjusted for Auto Bureau Grievance from 2006. Includes Retirement Payouts. Outside departmental control.
501000 Overtime	15,000.00	4,704.74	10,295.26	31.36	68.64	
502000 Fringe Benefits	1,823,163.00	712,962.22	1,110,200.78	39.11	60.89	
505000 Office Supplies	15,500.35	11,598.04	3,902.31	74.82	25.18	Exec Rec was \$4,550 LESS than requested. Supplies Needed for efficient operation. Will monitor closely.
506200 Maintenance & Repair	15,637.52	12,180.47	3,457.05	77.89	22.11	Encumbered payments for window wrapping. Budget Problem not anticipated.
510000 Local Mileage Reimbursement	500.00	306.13	193.87	61.23	38.77	Exec Rec was \$700 LESS than requested. Auto Bureau employees travel between sites. Mainly Supervisors. Monitoring but projection is that we will overspend this line by year-end.
515000 Utility Charges	9,200.00	3,556.47	5,643.53	38.66	61.34	
516020 Pro Ser Cnt And Fees	40,326.62	38,140.12	2,186.50	94.58	5.42	Encumbered: Loomis Armored Car/Fingerprinting/Security Guard. Budget problem not anticipated.

Erie County Clerk - Auto Bureau

Mid Year Budget Hearing - Revenue/Expense through 5/31/13

Commitment Item	2013 Budget	Revenue/Expense To Date	Available Budget	Cons. Bud.(%)	Avail.Bud.(%)	
516030 Maintenance Contracts	72,294.81	58,010.97	14,283.84	80.24	19.76	Encumbered: Cleaning at Abs/Garbage Pick-up/NEMO-Q/encumbered. Budget problem not anticipated.
530000 Other Expenses	15,871.00	5,189.24	10,681.76	32.70	67.30	
545000 Rental Charges	176,233.00	166,232.24	10,000.76	94.33	5.67	Rents - encumbered for year.
561410 Lab & Technical Equipment	59,008.80	26,008.80	33,000.00	44.08	55.92	
561420 Office Furn & Fixt	32,628.72	16,832.05	15,796.67	51.59	48.41	Display Racks/Chair Mats/Chairs. Budget problem not anticipated.
575040 I/F Expense-Utility	20,282.00	7,417.18	12,864.82	36.57	63.43	
910600 ID Purchasing Services	12,150.00	3,922.50	8,227.50	32.28	67.72	
910700 ID Fleet Services	1,222.00	1,712.40	490.40-	140.13	40.13-	Relying more on County Pool Cars to travel to auto bureaus due to cuts in mileage appropriations.
912215 ID DPW Mail Svcs	5,827.00	1,983.99	3,843.01	34.05	65.95	
912220 ID Build&Grounds Srv	70,140.00	29,225.00	40,915.00	41.67	58.33	
980000 ID DISS Services	226,377.00	80,177.24	146,199.76	35.42	64.58	
* Expense	5,616,227.82	2,440,464.73	3,175,763.09	43.45	56.55	
** Commitment Item	3,184,772.18-	1,686,051.19-	1,498,720.99-	52.94	47.06	